



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LICENSED VOCATIONAL NURSE (part-time)
Posting Number	PN# 110060
Department	Human Resources
Division	Selection Services
Section	Employee Health Clinic
Reporting Location	611 Walker
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

**DESCRIPTION OF DUTIES**

Performs basic occupational healthcare nursing responsibilities and assists with related employee health clinic duties under the supervision of a Public Health Nurse. Reviews patient's medical history, takes blood pressure, temperature, pulse, and respiration and performs basic occupational health tests such as eye screenings and audiometric evaluations. Maintains inventory of supplies and cleanliness of the clinic. Assist in compiling statistical data for reports. Maintains records.

**WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

**MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of nursing experience is required.

**MINIMUM LICENSE REQUIREMENTS**

Must have a current vocational nursing license from the State of Texas.

**PREFERENCES**

Prefer applicants with previous work history in an occupational healthcare setting.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**    ☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to maximum of this salary range is:

**Salary Range - Pay Grade 12**  
\$789- \$1,102 Biweekly    \$20,514 - \$28,652 Annually

**OPENING DATE**

April 19, 2006

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9302. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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